

Appointment Type:
Working Time:
Reference Code: 20273e
Opening Date: 01/08/2010
Closing Date: 06/30/2010

Certified Nursing Assistant
\$2,241- \$2,891 Monthly (Range 32) including great benefits!

Agency Information

This announcement will be used to fill full time / intermittent non - perm and /or on-call positions as they occur at our Washington Corrections Center for Women located in Gig Harbor, WA.

The Department of Corrections is seeking highly motivated and qualified individuals for the position of Certified Nursing Assistant. These positions offer the opportunity to provide healthcare to a relatively underserved population with clearly defined social objectives. The Department of Corrections maintains 24 hour, 7 days a week facilities that require skilled medical staff be available at all times

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

The Department of Corrections offers a very competitive and comprehensive benefit package including:

- > Outstanding Health, Dental, Vision, Life and Long-term Disability Insurance
- > Paid Vacation, Sick, Military and Civil leave
- > 11 Paid Holidays including a Personal Holiday
- > Student Loan Repayment Program
- > Enrollment in Washington State Retirement System
- > NO Low Census Days
- > Shift Premium for Evenings and Weekends
- > Health Care Flexible Spending Account
- > Deferred Compensation Program
- > The Ability to Make a Difference to the People of Washington State

For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For questions about this recruitment, please contact Wendy Vandel at (253) 680-2769 or email directly to wsvandel@doc1.wa.gov.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov homepage.

Duties

Under the direct or indirect supervision of a Licensed Nurse the Nursing Assistant delivers service to promote health, foster healing, and support coping and adjustment to various health conditions. Health services are provided to individual patients, groups of patients, the staff employed at the correctional

facility and to the public at large. The Nursing Assistant supports the agency mission and vision by assisting in the implementation of nursing process:

Gathering data and making observations about the health status of offenders and the conditions where they live and work;

- Timely communication of the results of this data collection to the Licensed Nurse to ensure that offenders are well, safe and their health care continuous;
- Responding to all requests for health care attention in a complete, timely, clinically appropriate and therapeutic manner;
- Carrying out planned approaches to patient care and performing common therapeutic nursing techniques;
- Monitoring, managing and coordinating the delivery of health care and providing progress information to their supervisor;
- Assisting patients to improve their skills and ability to provide care for themselves and their family;
- Teaching, counseling and providing health care information that improves quality health services and/or enhances safety or security.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

Qualifications

Qualification Requirements include: Graduation from a Certified Nursing Assistant Program.

Initial and continuous unblemished/unrestricted licensure in the State of Washington as a Certified Nursing Assistant.

Certified by the American Heart Association in Emergency First Response.

Also must exhibit knowledge, skills and ability to perform nursing assistant activities. Participates in the evaluation of competency in nursing assistant practice as requested by the Employer.

Able to use the computer to enter, schedule, monitor and track patient information, word process and communicate via email.

Special Notes

Agency Mission:

The Department of Corrections, in collaboration with its criminal justice partners, will contribute to staff and community safety and hold offenders accountable through administration of criminal sanctions and effective re-entry programs.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

All Department of Corrections' employees are fingerprinted for a criminal history background check.

The pre-employment process may include drug testing.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All positions in this classification are included in a Union Shop that requires employees to become members within thirty (30) days of employment.

All DOC facilities are smoke and/or tobacco free.

All Certified Nursing Assistant positions may be required to work mandatory overtime.

Other Information

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020273* and click on Start Search.
5. Click on the link Certified Nursing Assistant, Gig Harbor, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.

